

## Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief, Administrative Services

DATE: 9 July 1951

FROM :Chief, Bldg. Maintenance and Utilities

SUBJECT:Report of Operations by the Building Maintenance and Utilities Division  
during the month of June, 1951.

Volume:

A.	1. Requests for services on hand prior to June 1	14
	2. Requests on hand two months old or older	2
	3. Requests for services on hand 30 June	53
B.	Requests for services received in writing during June	239
C.	Telephone calls received during June	2525
D.	1. Orders submitted to GSA charged to quarterly encumbrance. June allotment of quarterly encumbrance for alterations and renovations \$11,308.00	163
	2. Special orders submitted to GSA not charged to quarterly encumbrance a. Renovations (251-165) \$66,637.00 b. Renovations (Other) 580.00 \$67,217.00	
	3. Quarterly orders submitted to GSA \$218,810.00	23
	4. Orders submitted to GSA nonreimbursable (written and verbal)	500
	5. Routine inter-office memorandums and inter-agency letters.	48
E.	1. Space moves during June 2. Total personnel moved 3. Equipment moves 4. Man hours worked by GSA 5. Estimated cost June allotment of quarterly encumbrance for Laborers and Trucks	11 119 25 276 \$393.60 \$3333.00
F.	Protective Service (GSA Guard Posts) 1. Reimbursable Posts 2. Non-reimbursable Posts June allotment of quarterly encumbrance	146 31 \$51,733.00

-2-

G. Monies paid to GSA during the month of June for services rendered during the month of March.

1. GSA Guards	\$51,187.64
2. GSA Laborers and Trucks	8,828.46
3. Alterations and Installations	836.38
4. Janitorial Service	46.51
5. Elevator Service	45.64
6. Hot Plates	-----
7. Fireman-Laborers	1,044.68
	<u>\$61,989.31</u>

25X1A9a

Attachment